

**County of Los Angeles
Chief Executive Office — Office of Security Management**

BADGE REQUEST STANDARDS

I. Request Letter:

Must be on Department Head/Director Letterhead
Addressed to **Chief Executive Office, Attention: Office of Security Management**
Include description of badge(s) requested consistent with Requisition for Purchase

II. Requisition for Purchase:

Include detailed description(s) of badge type, title, and all inscriptions or engravings consistent with Request Letter

III. Badge Sample:

A drawing, photograph, photocopy, or other image of the badge(s) requested

IV. Additional Documents (if necessary):

A) Retirement Badges: (per L.A. County Code 5.64.250)

Copy of employee(s)' LACERA retirement letter indicating separation date

B) Lost or Stolen Replacement Badges: (L.A.C.C. 5.64.190)

Copy of Police Report documenting loss of badge
Proof of Reimbursement for badge replacement (if loss is deemed negligent)

***If you have any questions, Please contact the Office of Security Management at
(213) 974-7926.***